

Opening Date: August 28, 2019
Closing Date: September 5, 2019
Work Location: Austin, Texas
Posting Number: 19-94
Monthly Salary: \$5,258.67
Group/Class: B25/1108
Travel %: 20%
Division/Department: FIN/Financial Compliance
Number of Positions: 1

JOB VACANCY NOTICE

Financial Examiner V

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

(INTERNAL POSTING)

Job Description Summary

Performs highly complex (senior-level) work involving financial examination, analysis and compliance monitoring work. Work includes reviews of financial audits, single audits, and final accountings. Responsible for completing all financial compliance examinations associated with a specific geographical area of Texas. May provide information regarding past performance of entities in the portfolio for ongoing credit analysis associated with applications for additional financial assistance. May recommend and conduct site visits. Assists with the distribution of work to other team members consistent with geographical staff assignments. Monitors team performance in comparison to established goals. Sets work priorities for the team and reports team performance to the Director of Financial Compliance and Chief Financial Officer. May train and review the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Director of the Financial Compliance Division.

Essential Job Functions

- Performs 75% work involving financial examinations, analysis and compliance monitoring in addition to 25% work involving data analysis, research, compilation and/or reporting.
- Conducts financial reviews of entities that have received financial awards from the Texas Water Development Board (TWDB).
- Conducts financial compliance and stability reviews of municipalities for which the TWDB serves as bondholder identifying material noncompliance and/or default risk.
- Assesses findings of noncompliance and default risk and develops and implements corrective action plans and strategies for remedial intervention and surveillance.
- Assesses and recommends team priorities, may reassign work to ensure goals are achieved, reports on team performance.
- Prepares Single Audit Award letters.
- Examines borrowers' records, affiliated business transactions, assets and liabilities; documents and analyzes financial trends to determine borrowers' financial condition.
- Reviews borrowers' ordinances, bond covenants, loan agreements, and grant contracts to determine compliance with TWDB requirements.
- Monitors the use of loan proceeds and prepares final accountings of loan proceeds to ensure loan and grant proceeds were used for authorized purposes.
- Implements and completes the recovery of funds or other appropriate corrective action in instances of surplus funding or unauthorized uses of funds.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)
Revised 07/01/2019



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

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- Conducts and reports on external investigations in matters of impropriety related to the TWDB's financial interests.
- Coordinates with law enforcement and regulatory authorities in the conduct of investigations.
- Prepares and makes presentations to local governing bodies and regulatory agencies on contract matters or contract and bond non-compliance.
- Provides guidance on finance-related legal and contractual compliance to local officials, their attorneys, and contractors.
- Prepares and updates reports produced by TxWISE.
- Responsible for timely and accurate data entry associated with all assigned work.
- Provides input for developing and updating training material.
- Maintains confidential and sensitive information.
- May participate in reviewing and revising agency policies.
- May train or supervise the work of others.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college with major course work in Business Administration, Finance, Accounting, Economics, Insurance or related field.
- Seven years of experience in financial examinations, external auditing or internal auditing.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree or MBA from an accredited college or university with a specialization in Accounting, Finance, Public Administration, Public Finance, Computer Science and/or Math.
- More than seven years of experience conducting local governmental auditing, local government accounting or financial monitoring work.
- Professional certification(s): CPA, CMA, CIA, CTP or other relevant certifications.

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws and regulations relevant to the Finance Office; and of the principles and practices of public administration.
- Knowledge of terminology and standards applicable to governmental finance, accounting and auditing.
- Knowledge of auditing and accounting standards and techniques.
- Knowledge of financial analysis and examination procedures.
- Knowledge of Texas municipal bond issuance processes.
- Knowledge of both statutory accounting principles (SAP) and generally accepted accounting principles (GAAP).
- Knowledge of Generally Accepted Government Standards (GAGS).
- Knowledge of Generally Accepted Government Auditing Standards (GAGAS).
- Knowledge of Generally Accounting Standards Board pronouncements (GASB).
- Knowledge of financial and industry terminology and practices.
- Knowledge of corporate structures, business operating procedures, management controls, and internal reporting techniques.
- Knowledge of statistics and analyzing data sets; of running queries, report writing and presenting findings; and of record keeping, including security procedures for handling, protecting, and distributing confidential data.
- Skills in use of computers and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.

Job Vacancy Notice (cont.)

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- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in oral and written communication.
- Ability to work efficiently in a dependable, organized and productive manner.
- Ability to plan and arrange workload to meet schedules and deadlines.
- Ability to compile, review, and analyze data; to prepare reports; to maintain accuracy and attention to detail; and to communicate effectively.
- Ability to evaluate municipal financial statements and audit reports.
- Ability to understand financial processes and systems.
- Ability to perform and interpret numerical analysis.
- Ability to audit financial statements, reports, records, budgets, operational procedures, and forms.
- Ability to conduct investigations.
- Ability to prepare concise reports and correspondence.
- Ability to apply relevant rules, regulations and statutes.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 20% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to supervise or train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.